

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

School Infrastructure Database (SID)



Application User's Guide

End-of-Year 2007 Submission

Questions?
Contact: 517-335-0505
e-mail: CEPI@michigan.gov



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Introduction

This guide is intended for all users of the School Infrastructure Database (SID). The SID Data Field Descriptions and any addenda posted to the SID Web page should be used with this User's Guide. This guide explains the process of using the SID Application, as well as how to properly enter and submit data via the SID Online Application.

General Information

What data are entered into the SID?

Data submitted by school districts via the School Infrastructure Database include information about safety practices and incidences of crime in public schools, Title I Schoolwide Programs, Dual Enrollment and Alternative Education Services.

When is the SID due?

Your district's SID submission is due to CEPI by June 30; however, the SID will remain open through 11:59 p.m. on July 2, 2007, as June 30 falls on a weekend.

Application Startup and Security

Authorized User – Your MEIS Account

The SID Application is available to authorized users only. To become a SID authorized user, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS Web site at <https://cepi.state.mi.us/MEIS>. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the Department of Information Technology (DIT) Client Service Center, at 517-335-0505 or Help-Desk@michigan.gov.

Create your MEIS Account

To create your MEIS account number and password, go to the MEIS Web site at:
<https://cepi.state.mi.us/MEISPublic>.

The following screen will appear:

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM
User Management System

Welcome to the
MEIS User Management System

MEIS Accounts are used to access
MEIS
web-based applications bearing this
logo:
MEIS

Questions & Answers regarding MEIS User Management

If you are **new** to the MEIS system, and were asked to obtain an MEIS account,
please select the link (below on the left) labeled: **Create an MEIS Account**

If you have already created an MEIS account and would like to adjust your
account settings (i.e. change your MEIS password, adjust address info, etc.)
please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

If you **HAVE** an MEIS Account, please login:

**To obtain an MEIS account,
please select the link below:**

[Create an MEIS Account](#)

MEIS Login

Login:

Password:

MEIS Login

[Return to the MEIS Main Menu](#)

Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

Need help with your MEIS Account or Password?

MEIS Account or Password

If you have any problems with your MEIS account or password while you are using the SID on the MEIS system, please contact the DIT Client Service Center, at (517) 335-0505 or via e-mail at HelpDesk@michigan.gov.

Updating an MEIS Account E-mail Address or Phone Number

It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative for all MEIS users to keep their e-mail addresses current in their MEIS accounts. Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. If an update is necessary for an authorized user's e-mail address or phone number, please do the following:

- Update an MEIS account at <https://cepi.state.mi.us/MEIS>.
- Click on the MEIS logo.
 - Log in as an MEIS user.
 - Click on "Edit Personal Information."

- d. Click on "Save Changes" to update your account.
- e. Click on "Return to the MEIS User Management Main Menu."
- f. Log out of MEIS.

Security Agreement

After you have established your MEIS account, the next step is to download the SID Security Agreement from either the MEIS Web site at www.michigan.gov/meis, or from the MEIS Data Services page on the CEPI Web site, at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, **Submit SID Data to CEPI**. After you have security access to the SID, you are ready to begin.

Note: A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

Submit SID Data to CEPI

- [SID Security Agreement](#)
- [SID Application](#)

Click here on the Web site to obtain a copy of the SID Security Agreement.

SID Content Information

For questions regarding SID content, please e-mail CEPI@michigan.gov or call the customer support staff at 517-335-0505. A help ticket will be created for you so that the appropriate person can answer your question.

Detailed Information about the SID

For detailed information about the SID, please visit the CEPI Web site at www.michigan.gov/CEPI. Click on "MEIS Data Services," and then click on "School Infrastructure Database." Refer to the items listed under SID Help.

SID Help

- EOY 2007 SID Worksheet
- About Pop-up Blockers and Opening CEPI Applications
- SID EOY 2007 FAQs
- Dual Enrollment FAQs
- SID EOY 2007 User's Guide
- How to Join the SID Listserv
- Brower and System Suggestions

SID Help

SID Data Field Descriptions

A copy of the SID Data Field Descriptions may be obtained from the CEPI Web site at www.michigan.gov/CEPI. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The SID Data Field Descriptions can be found under the heading, **SID Data Manual**. Be sure to check the Web site for any addenda that may be posted through the submission period.

SID Data Manual

- [EOY 2007 SID Data Field Descriptions](#) PDF
- [EOY 2007 SID Record Layout](#) PDF

Be sure to print copies of each item listed under SID Data Manual.

SID Online Application

Accessing the SID Online Application

The SID may be accessed through the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." Click on "SID Application" under the heading, **Submit SID Data to CEPI**.

Submit SID Data to CEPI

- [SID Security Agreement](#)
- [SID Application](#)

Access the SID Application.

Help at Your Fingertips

The SID Application has a new look. The application has been redesigned to align with e-Michigan standards for the state of Michigan Web applications. The functionality of the application is basically the same; however, the appearance of the Web pages has been updated to a more user-friendly view. Help aids are now available at your fingertips as you work through the application. Users will find hyperlinks to current versions of the SID FAQs, User's Guide, Data Field Descriptions, and any addenda that have been posted for the current submission.

MEIS Login Screen

After you click on the SID Application, the following new screen will be displayed. Enter your MEIS login and password:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | SID FAQs | SID User Guide | Contact Help Desk

School Infrastructure Database

Login to the SID

The School Infrastructure Database (SID), operated and maintained by the Center for Educational Performance and Information (CEPI), is used by school districts to submit information to the state of Michigan about school safety practices, incidences of crime, Title I Schoolwide Programs and Dual Enrollment. The data collected in the SID are used to produce reports for the U.S. Department of Education and the Michigan Department of Education.

District superintendents designate authorized users of the SID to submit data. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the SID. Authorized users may request, review and submit building data and view reports.

For more information, please choose from the following options:

- [SID Data Field Descriptions](#) PDF
- [SID Addendum](#) PDF
- [SID User Guide](#) PDF
- [SID FAQs](#) PDF
- [SID Security Agreement Form](#) PDF
- [Obtaining a MEIS Account](#)

MEIS Login

User Name:

Password:

Login

[Forgot your password?](#)

VeriSign Secured VERIFY

Enter your Login and Password.

To enter your password into the login screen:

1. **Click** in the **Login** box.
2. **Type** your **Login Name**.
3. **Press** the **Tab** key to go to the **Password** box or put your cursor in the **Password** box.
4. **Type** your **password**.
5. **Click** on the **Login** button.

If you need more information, or if you have entered your name and password correctly and access is denied, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov.

System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again. Be sure to click on "Save Data for this School/facility" after you enter data for each field. The following screen will appear when you are logged out of the SID Application because of inactivity for 20 minutes:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | SID FAQs | SID User Guide | Contact Help Desk

SID - Logged Out

You have been automatically logged out of the system due to inactivity for 20 minutes. This is for security purposes. Please log in again.

[SID Login Page](#)

[CEPI Home Page](#)

Help Features

SID users may now access resource materials such as the "SID FAQs," "SID User's Guide," or the "Contact Help Desk" link on each Web page. Click on the item you wish to view, and it will open in a separate window without logging you out of the application.

The screenshot displays the 'School Infrastructure Database' web application. At the top, the header includes the 'Center for Educational Performance & Information' logo and navigation links: 'CEPI Home', 'SID FAQs', 'SID User Guide', and 'Contact Help Desk'. Below this is a 'Michigan.gov Home' link. The main content area is titled 'School Infrastructure Database' and features a 'Login to the SID' section. This section contains a paragraph explaining the database's purpose and a list of links for further information: 'SID Data Field Descriptions', 'SID Addendum', 'SID User Guide', 'SID FAQs', 'SID Security Agreement Form', and 'Obtaining a MEIS Account'. To the right of the login section is a 'MEIS Login' form with fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot your password?' link. A 'VeriSign Secured' logo is also present. Annotations include a blue oval around the top navigation links, a blue oval around the 'Forgot your password?' link, a blue oval around the list of links under 'For more information, please choose from the following options:', a blue oval around the bottom navigation links, and a blue box with the text 'For direct access to customer support materials, click on a link.' with arrows pointing to the 'Forgot your password?' link and the bottom navigation links. A callout box on the right says 'Need help with your password? Click here.' with an arrow pointing to the 'Forgot your password?' link.

Center for Educational Performance & Information Michigan.gov

[Michigan.gov Home](#) [CEPI Home](#) [SID FAQs](#) [SID User Guide](#) [Contact Help Desk](#)

School Infrastructure Database

Login to the SID

The School Infrastructure Database (SID), operated and maintained by the Center for Educational Performance and Information (CEPI), is used by school districts to submit information to the state of Michigan about school safety practices, incidences of crime, Title I Schoolwide Programs and Dual Enrollment. The data collected in the SID are used to produce reports for the U.S. Department of Education and the Michigan Department of Education.

District superintendents designate authorized users of the SID to submit data. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the SID. Authorized users may request, review and submit building data and view reports.

For more information, please choose from the following options:

- [SID Data Field Descriptions](#) PDF
- [SID Addendum](#) PDF
- [SID User Guide](#) PDF
- [SID FAQs](#) PDF
- [SID Security Agreement Form](#) PDF
- [Obtaining a MEIS Account](#)

MEIS Login

User Name:

Password:

[Forgot your password?](#)

VeriSign Secured VERIFY

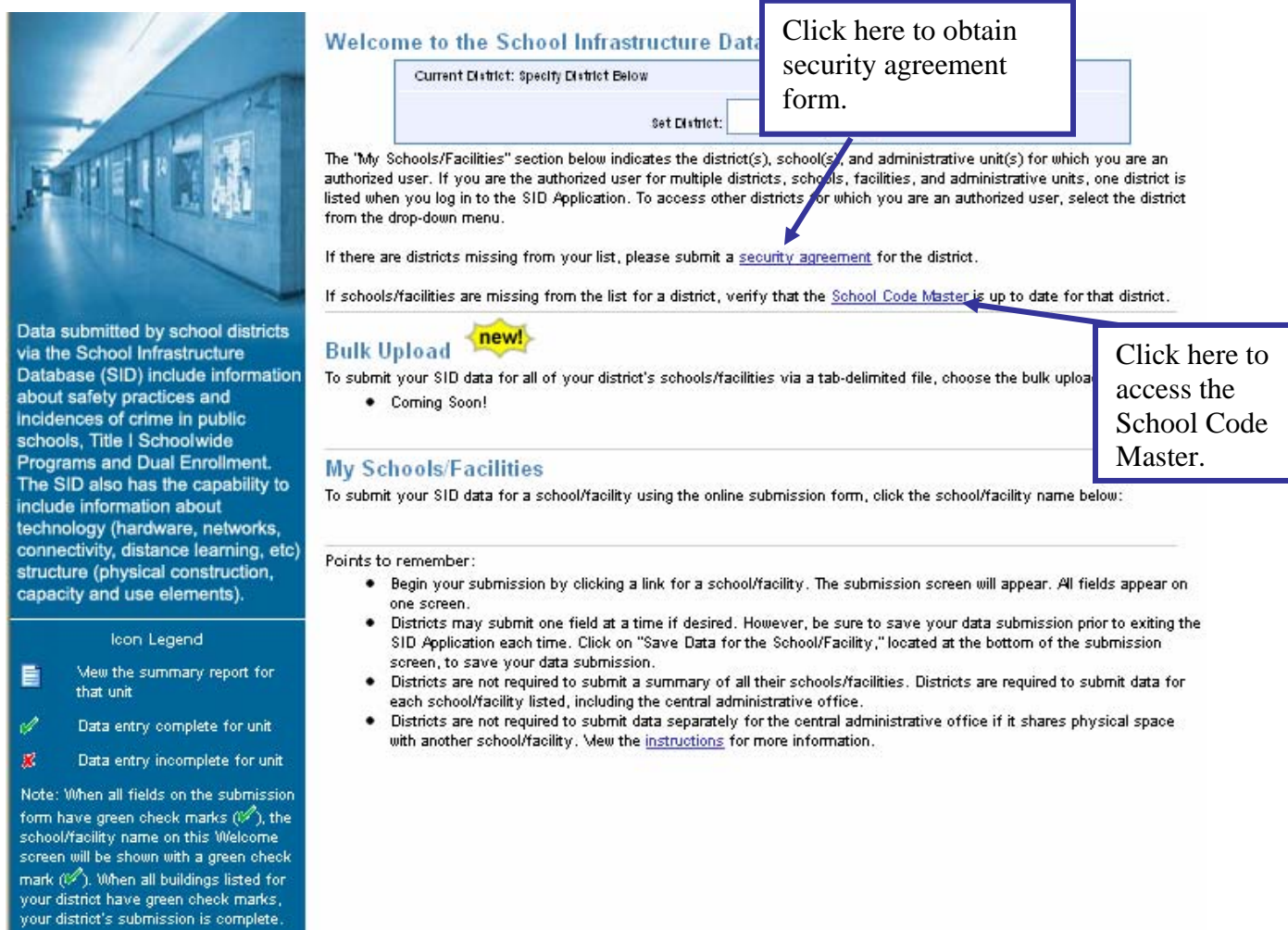
Need help with your password? Click here.

For direct access to customer support materials, click on a link.

[Michigan.gov Home](#) | [CEPI Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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SID Welcome Screen

The Welcome page in the SID contains general information about the SID data submission. It also contains a list of the district(s) to which you have access for data submission purposes. A separate security agreement is required for each district. If you should have access to a district and it is missing from the list, submit a security agreement for the district in order to gain access. If schools/facilities are missing from the My School/Facilities list, verify that the School Code Master information is up-to-date for that district. The Welcome Screen contains a link to the security agreement form.



The screenshot shows the 'Welcome to the School Infrastructure Database' page. On the left is a blue sidebar with a hallway image and text about data submission. The main content area has a 'Current District' dropdown, a 'Set District' button, and a 'My Schools/Facilities' section. Annotations with arrows point to specific links: 'Click here to obtain security agreement form.' points to the 'security agreement' link, and 'Click here to access the School Code Master.' points to the 'School Code Master' link. A 'Bulk Upload' section with a 'new!' badge is also visible.

Click here to obtain security agreement form.

Click here to access the School Code Master.

Bulk Upload new!

To submit your SID data for all of your district's schools/facilities via a tab-delimited file, choose the bulk upload option.

- Coming Soon!

My Schools/Facilities

To submit your SID data for a school/facility using the online submission form, click the school/facility name below:

Points to remember:

- Begin your submission by clicking a link for a school/facility. The submission screen will appear. All fields appear on one screen.
- Districts may submit one field at a time if desired. However, be sure to save your data submission prior to exiting the SID Application each time. Click on "Save Data for the School/Facility," located at the bottom of the submission screen, to save your data submission.
- Districts are not required to submit a summary of all their schools/facilities. Districts are required to submit data for each school/facility listed, including the central administrative office.
- Districts are not required to submit data separately for the central administrative office if it shares physical space with another school/facility. View the [instructions](#) for more information.


Icon Legend

- View the summary report for that unit
- Data entry complete for unit
- Data entry incomplete for unit

Note: When all fields on the submission form have green check marks (✓), the school/facility name on this Welcome screen will be shown with a green check mark (✓). When all buildings listed for your district have green check marks, your district's submission is complete.

The Red "x" (✗), the Green Check Mark (✓), and the Report Icon

Each school/facility listed has a red "x" (✗) following the name of the school/facility. The red "x" (✗) indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✓) will appear to the left of the field on the submission screen. After all fields have been submitted

for a school/facility, a green check mark (✓) will appear next to the school/facility name on the Welcome screen. When all schools/facilities listed for your district have green check marks (✓), your district's submission is complete. To review the data your district has submitted, click on the report icon  to the left of the school/facility's name.

As a reminder, data must be submitted for each field, even if there were no reportable incidents. Some fields in the SID require a "Yes" or "No" response. Some fields require a numeric response. If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required. Blank fields will be determined as "incomplete."

The Red "X" (✗)

Crime & Safety		
✗ Field 1: School Safety Practices		
Indicate with a Yes or No whether the safety practice has been implemented in your school over the prior school year. Questions 20 and 21 are requirements of the Federal Gun-Free Schools Act Report. Indicate with a Yes or No whether your school is in compliance with the law.		
	Yes	No
Warning codes used to alert faculty of a critical incident	<input type="radio"/>	<input type="radio"/>
Tactical evacuation route for students or entry routes for emergency support teams	<input type="radio"/>	<input type="radio"/>






The red "x" (✗) indicates that the field submission is not complete.

The Green Check Mark (✓)

Crime & Safety		
✓ Field 1: School Safety Practices		
Indicate with a Yes or No whether the safety practice has been implemented in your school over the prior school year. Questions 20 and 21 are requirements of the Federal Gun-Free Schools Act Report. Indicate with a Yes or No whether your school is in compliance with the law.		
	Yes	No
Warning codes used to alert faculty of a critical incident	<input type="radio"/>	<input type="radio"/>
Tactical evacuation route for students or entry routes for emergency support teams	<input type="radio"/>	<input type="radio"/>

The green check mark (✓) indicates that the field submission is complete.

School/facility Submission Complete

East Lansing School District	
 Donley Elementary School	✓
 East Lansing High School	✓
 East Lansing School District Central Administrative Office	✓
 Glencairn School	✓
 MacDonald Middle School	✗

Click on report icon to review data submission.

The green check mark (✓) indicates that the school's submission is complete for all the fields in the SID.

The red "x" (✗) indicates that the school's submission is not complete for all fields in the SID.

When all the schools/facilities in your district have green check marks (✓), your submission is complete.

Beginning your SID Submission

Welcome Screen

Click on the school/facility or administrative unit on the Welcome to the School Infrastructure Database screen to view the submission screen.

My Schools/Facilities

To submit your SID data for a school/facility using the online submission form, click the school/facility name below:

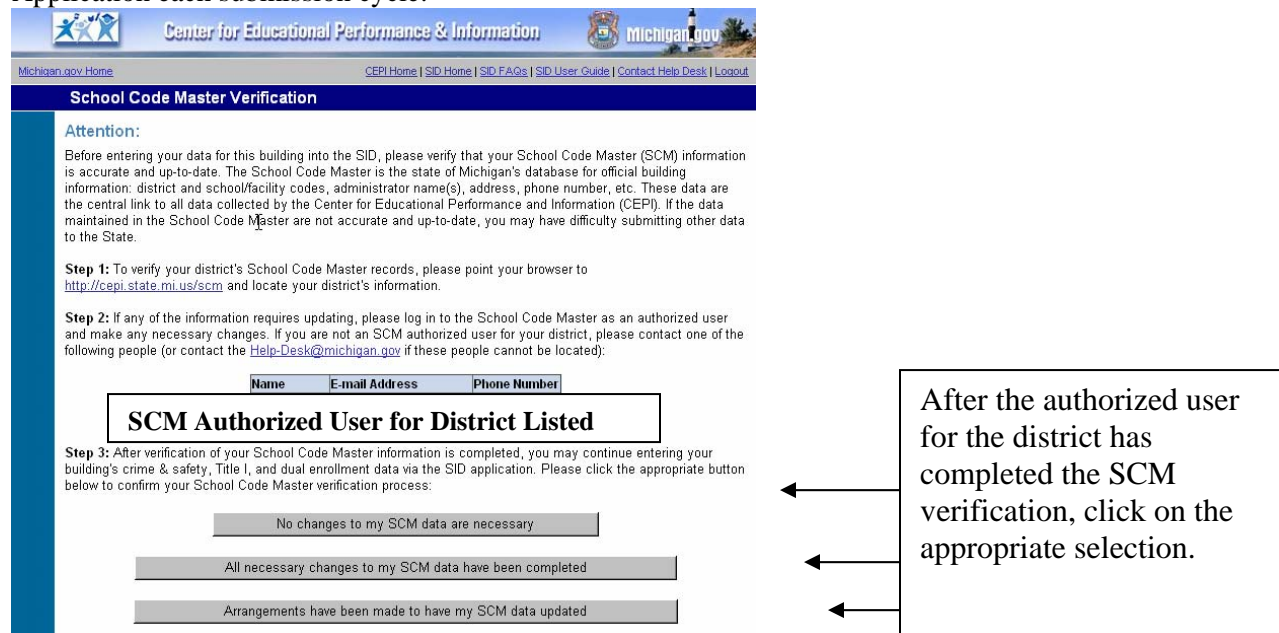


A screenshot of a web application showing a list of schools and facilities. The list includes: NEC Adult and Alternative Education, Pottersville Elementary School, Pottersville High School, Pottersville Middle School, and Pottersville Public Schools Central Administrative Office. A callout box with a black border and white background points to 'Pottersville High School' with the text: 'Click on the school/facility name to open the submission screen.'

Verification of the School Code Master (SCM)

When a school/facility is selected from the district list, the School Code Master Verification page will appear. Please have your School Code Master authorized user verify that the School Code Master information is accurate and up to date. The data entry form will be displayed after you click on one of the three selections, as illustrated below.

During each submission cycle of the SID, each district will be reminded to verify that its School Code Master information is accurate and up to date. The SCM authorized user for your district should verify that the information about your district and schools/facilities is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the SID authorized user attempts to access each one of the district's schools/facilities in the SID Application each submission cycle:



A screenshot of the 'School Code Master Verification' page. The page header includes the 'Center for Educational Performance & Information' logo and 'Michigan.gov'. The main content area has a blue sidebar on the left and a white main area. The main area contains an 'Attention:' section with instructions, followed by 'Step 1', 'Step 2', and 'Step 3'. Below the steps is a table with columns 'Name', 'E-mail Address', and 'Phone Number'. Under the table is a section titled 'SCM Authorized User for District Listed'. Below this section are three buttons: 'No changes to my SCM data are necessary', 'All necessary changes to my SCM data have been completed', and 'Arrangements have been made to have my SCM data updated'. A callout box with a black border and white background points to the buttons with the text: 'After the authorized user for the district has completed the SCM verification, click on the appropriate selection.'

If you have verified that all of your SCM data are correct for all schools/facilities in your district, you may check the box at the bottom of the screen, "Arrangements have been made to have my SCM data updated." After doing so, you will not see the School Code Master Verification page again for that school/facility.

Administrative Unit - Sharing Space

If an administrative unit shares physical space with another school/facility, the district may report the administrative unit as such and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school/facility, click on the button shown. The administrative unit will then be marked with a green check mark as complete.

Center for Educational Performance & Information

Michigan.gov Home [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)

SID - Data Submission Form

Potterville Public Schools Central Administrative Office

Operating ISD/ESA Number: 23
Operating District Number: 23090
School Number: 00000

If this central administrative office shares physical space with another building in your district, click the button below. You will not be required to enter SID data for this building. If this office does not share physical space with another building, continue entering SID data for this building.

Mark as Shared

Crime & Safety

Field 1: School Safety Practices

The following screen will appear when you click on "Mark as Shared":

Center for Educational Performance & Information

Michigan.gov Home [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)

SID - Submission Results

Submission saved successfully!

Your central administrative office has been successfully marked as sharing space with another physical building within your district.

[Click here to return to your list of schools](#)

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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The following screen will appear the next time the user clicks on the administrative unit:

Center for Educational Performance & Information

Michigan.gov Home | CEPI Home | SID Home | SID FAQs | SID User Guide | Contact Help Desk | Logout

SID - Data Submission Form

Potterville Public Schools Central Administrative Office

Operating ISD/ESA Number: 23
Operating District Number: 23090
School Number: 00000

This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.

Building does not share space

Crime & Safety

✓ **Field 1: School Safety Practices**

Shared Space Marked in Error

If the district marks the administrative unit as sharing space in error, simply click the button "School/facility does not share space." The administrative unit will now be marked with a red "x" and the district will be required to submit data for the administrative unit.

Center for Educational Performance & Information

Michigan.gov Home | CEPI Home | SID Home | SID FAQs | SID User Guide

SID - Data Submission Form

Potterville Public Schools Central Administrative Office

Operating ISD/ESA Number: 23
Operating District Number: 23090
School Number: 00000

This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.

Building does not share space

Crime & Safety

✓ **Field 1: School Safety Practices**

Click here to unselect the shared space option for the administrative unit.

"Logout" Before a School/Facility Submission is Complete

Before you exit a field, be sure to click "save" at the bottom of the submission screen before you click on "logout," so that all data entered will be saved. If the user needs to end the submission session, simply click on the word "logout" at the top or bottom of the submission screen.

The screenshot shows the "SID - Data Submission Form" interface. At the top, there is a header bar with the "Center for Educational Performance & Information" logo and the "Michigan.gov" logo. Below the header, there is a navigation bar with links: "Michigan.gov Home", "CEPI Home", "SID Home", "SID FAQs", "SID User Guide", "Contact Help Desk", and "Logout". The "Logout" link is circled in blue. Below the navigation bar, there is a dark blue bar with the text "SID - Data Submission Form". Below this, there is a white box with the text "Click here to save data submission." and an arrow pointing to a button labeled "Save Data for this School/Facility". To the right of the button, there is a note: "Note: This will save your current progress. You may return at a later date to complete the submission." Below the button, there is a link: "Cancel and Return to SID School/Facility List". At the bottom of the page, there is a blue bar with links: "Michigan.gov Home", "CEPI Home", "SID Home", "Contact Help Desk", "Logout", "State Web Sites", "Accessibility Policy", "Privacy Policy", "Link Policy", and "Security Policy". The "Logout" link is circled in blue. At the very bottom, there is a copyright notice: "Copyright © 2005 State of Michigan".

Click here to save data submission.

Click on "Logout" located at the top or bottom of the screen to end session.

Note: This will save your current progress. You may return at a later date to complete the submission.

[Cancel and Return to SID School/Facility List](#)

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [Contact Help Desk](#) | [Logout](#)
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Submission Screen

The screen below will appear when you click on the school/facility or administrative unit name. All fields now appear on one screen. Districts may complete the submission one field at a time if desired. However, be sure to save your data before you exit the SID Application each time.

Section One: Crime & Safety

Field 1: School Safety Practice, Field 2: School Safety Plan, and Field 3: School Prevention Programs

When submitting Fields 1, 2, and 3, a "Yes" or "No" response is required for each item. You must respond with a "Yes" or "No" for each statement by selecting the appropriate radio button.

When all responses are completed for a field, you may continue to the next field or save your data. The **save** button appears at the bottom of the submission screen after Field 44: Students Who are Victims of Violent Criminal Offenses.

SID - Data Submission Form

Allen School

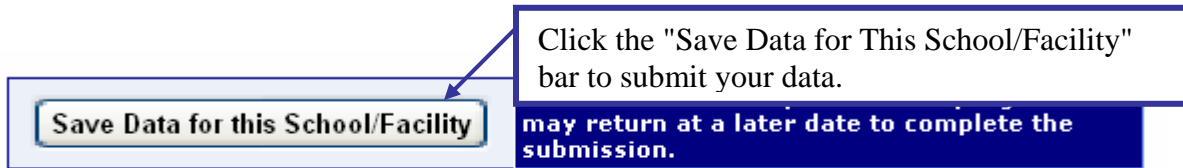
Operating ISD/ESA Number: 33
 Operating District Number: 33020
 School Number: 00067

Select the appropriate radio button for each statement—Yes or No.

Crime & Safety		
Field 1: School Safety Practices		
Indicate with a Yes or No whether the safety practice has been implemented in your school over the past school year.		
School Safety Practices	Yes	No
Warning codes used to alert faculty of a critical incident	<input type="radio"/>	<input type="radio"/>
Tactical evacuation route for students or entry routes for emergency support teams	<input type="radio"/>	<input type="radio"/>
Off-site staging area for assembly and communication at the onset of critical incident	<input type="radio"/>	<input type="radio"/>
Emergency communication tree or plan	<input type="radio"/>	<input type="radio"/>
Facility blueprints and site plan on file with emergency support team	<input type="radio"/>	<input type="radio"/>
Control access to site during school hours (doors locked or monitored)	<input type="radio"/>	<input type="radio"/>
Control access to grounds during school hours (gates locked or monitored)	<input type="radio"/>	<input type="radio"/>
Students required to pass through metal detectors each day	<input type="radio"/>	<input type="radio"/>
Visitors required to pass through metal detectors	<input type="radio"/>	<input type="radio"/>
Campus closed for most students during lunch	<input type="radio"/>	<input type="radio"/>

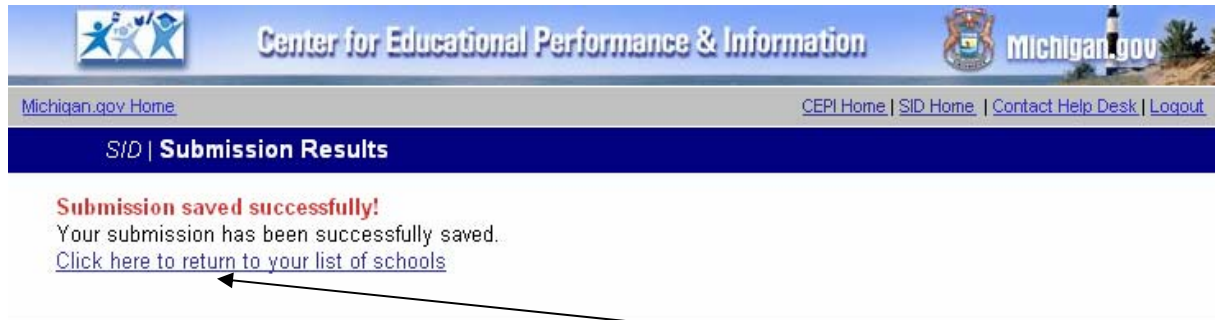
Submit to Database

Districts may submit data to the database after the completion of each field, if desired. As indicated previously, the "Save Data for this School/Facility" button appears after Field 44: Students Who are Victims of Violent Criminal Offenses. If all sections of a given field are submitted, the field will be saved when the "Save Data for this School/Facility" button is clicked. If the submission is incomplete, an error message will appear (see sample below).



[Cancel and Return to SID School/Facility List](#)

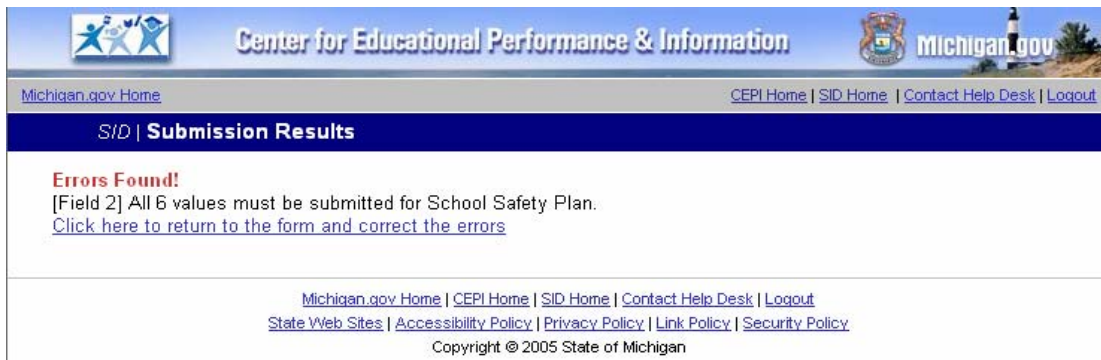
The following screen will appear if the submission is completed for the field:



After you have saved the field submission, you may click on "**Click here to return to your list of schools**" to obtain access to a school/facility for further submission.

Error Message for Incomplete Data Submission

If the data submission is incomplete for a field, the following message will appear when the user clicks on the save button. Click on "**Click here to return to form and correct the errors**," so that the field submission can be completed. All data that were submitted will still appear on the submission screen. After the data entry is completed, click on the "Save Data for this School/facility" bar again to submit the data to the database.



Field 4: School Disciplinary Problems

Field 4 has been divided into three categories. Districts are to report the number of incidents in each category.

Field 4: School Disciplinary Problems (Student Bullying)	
<input type="text"/>	Indicate the number of incidents over the past school year on school property or at a school-sponsored activity.
Field 4: School Disciplinary Problems (Truancy)	
<input type="text"/>	Indicate the number of incidents over the past school year on school property or at a school-sponsored activity.
Field 4: School Disciplinary Problems (Disciplinary Referrals)	
<input type="text"/>	Indicate the number of incidents over the past school year on school property or at a school-sponsored activity.

Definition: Districts are to report the number of incidents for each category that occurred during the past school year on school property or at a school-sponsored activity.

Position

- | | |
|-------------------------------|--------|
| 1 – 4 Student bullying | (NNNN) |
| 5 – 8 Truancy | (NNNN) |
| 9 – 12 Disciplinary referrals | (NNNN) |

Bullying – A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Bullying is chronic, occurs over time and involves an imbalance of power or strength between the bully(ies) and the victim. The victim, in a particular situation, has difficulty defending himself/herself. Aggressive behaviors include physical, verbal, and/or non-verbal. As a disclosure of bullying occurs, consider individual differences between age, grade level, gender, race, ethnicity, class, social status, religion, and past history. Earlier experiences may reveal that the offending student has been a previous victim and perceives aggressive behavior as a successful strategy. Bullying is learned and aimed at gaining material things and/or power. Bullying examples are listed below:

Indirect Bullying

- Getting another person to assault someone
- Spreading gossip and harmful rumors
- Encouraging others to reject or exclude someone from a group, activity, or a relationship
- Cyber-bullying

Direct Bullying

- Hitting, kicking, shoving, spitting
- Taunting, humiliation, name calling, intimidation, degrading comments, hurtful written communication
- Threatening, obscene gestures

Truancy – If a student is absent without an excuse by the parent/guardian, or if the student leaves school or a class without permission of the teacher or administrator in charge, it will be considered to be an unexcused absence, and the student shall be considered truant (absent without permission).

Disciplinary Referrals – Staff referrals that are made to the administrative office that result in an administrative sanction. Administrative sanctions include but are not limited to:

- In-school suspension
- Detention
- Suspension
- Expulsion
- Community service

Field 5: Physical Assaults

The Comprehensive School Health and Safety Programs Unit of the Michigan Department of Education has clarified the definition in Field 5: Physical Violence/Assaults to include only those incidents reported to law enforcement.

Definition: Indicate the number of incidents reported to law enforcement over the past school year involving a pupil enrolled at school committing a physical assault on school property upon another pupil, or a person employed by or engaged as a volunteer or contractor by the school board. A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Laws (MCL).

Enter the number of incidents to be reported in the box located on the submission screen:

Field 5: Physical Assaults

1

Indicate the number of incidents of physical assaults that were reported to law enforcement or that resulted in a physical assault on school property or on a school sponsored activity. The number must be entered in the box below.

Enter number of incidents in the box located under the field name.

NOTE: If a school/facility has no reportable incidents, report a value of zero when a numeric entry is required.

Fields 6 through 29

Enter the number of incidents in each field as illustrated above. Remember, each field must be completed for your district. If the school/facility has no reportable incidents, report zero. Be sure to use the "0" key and not a capital letter "O" when reporting your data.

Remember, to save your submission and submit your data to the database, you must click on the "Save" button found at the end of the submission screen.

Save Data for this School/Facility

Note: This will save your current progress. You may return at a later date to complete the submission.

Click here to save your submission.

Section Two: Title I – Schoolwide Program

Field 30: Title I Program and Field 31: Title I Instruction in Schoolwide Program

Fields 30 and 31 are submitted during the fall of each school year. The Fall 2007 Title I Submission will occur during the month of October.

Migrant Program

Each field in this section has a list for districts to indicate the level of participation. Select an appropriate response for each school/facility. Click on the appropriate radio button from the list to enter the data. These fields are illustrated below:

Field 32: Migrant Program

Title I - Schoolwide Program (SWP)
X Field 32: Migrant Program
If the school participates in the Title I, Part C (Migrant) program, indicate the level of participation.
<input type="radio"/> School operates a schoolwide program (SWP) with consolidated migrant funds
<input type="radio"/> School operates a migrant program with non-consolidated funds
<input type="radio"/> School does not operate a migrant program

Field 33: Migrant Project Types

X Field 33: Migrant Project Types
Indicate the type of Title I, Part C (Migrant) program this facility provides.
<input type="radio"/> Regular school year with no extended time or summer/intersession
<input type="radio"/> Regular school year with extended time with no summer/intersession
<input type="radio"/> Summer/intersession only
<input type="radio"/> Year-round including regular school year and summer/intersession terms, with or without extended time
<input type="radio"/> School does not participate in a Title I, Part C (Migrant) program

Section Three: Dual Enrollment

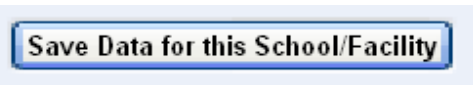
This section of the SID requires data submission for dual enrollment.

Fields 34 through 42

Each field in this section is numeric. If there are no reportable data for a field, report zero ("0"). Blank fields will be determined as "incomplete," and will remain marked with red "X's". The following illustrates the format for these fields:

Dual Enrollment	
✓ Field 34: Tuition and Fees	
<input type="text"/>	Record the amount of tuition and fees paid for by the district for eligible and participating students. An "eligible student" is a student enrolled in at least one high school class in grades 11 and 12 and is also enrolled in a postsecondary institution during the district's regular academic year.
✓ Field 35: 11th-Grade Eligible	
<input type="text"/>	Record the number of 11th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who has completed all the sections of the 11th-grade MEAP.
✓ Field 36: 11th-Grade Participants	
<input type="text"/>	Record the number of participating 11th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who is also enrolled in a postsecondary institution during the district's regular academic year.
✓ Field 37: 12th-Grade Eligible	
<input type="text"/>	Record the number of 12th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who has completed all the sections of the 11th-grade MEAP.
✓ Field 38: 12th-Grade Participants	
<input type="text"/>	Record the number of participating 12th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who is also enrolled in a postsecondary institution during the district's regular academic year.
✓ Field 39: Postsecondary Courses Paid	
<input type="text"/>	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1).
✓ Field 40: Postsecondary Courses - Postsecondary Credit	
<input type="text"/>	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted postsecondary credit.
✓ Field 41: Postsecondary Courses - High School Credit	
<input type="text"/>	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted high school credit.
✓ Field 42: Courses Not Completed	
<input type="text"/>	Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that students did not complete.

Save Data for this School/Facility

After the dual enrollment data are entered, click on  to submit the data to the database.

Save Data for this School/Facility

Note: This will save your current progress. You may return at a later date to complete the submission.

[Cancel and Return to SID School/Facility List](#)

Section Four: Alternative Services for Suspended and Expelled Students; Students Who are Victims of Violent Criminal Offenses; Mercury Levels

Field 43: Alternative Services – Suspended and Expelled Students

Definition: This field will indicate the level of acceptance for suspended and expelled students in alternative schools for the **upcoming 2006-2007 school year**. This field must be reported by all schools; however, only alternative schools should select from options 2, 3, 4, 5, 6, 7, or 8. All non-alternative schools should select option 1. For the bulk upload submission, use the code number as the option for data submission.

Code (for bulk upload)

- 1 The school does not operate an alternative education program.
- 2 The school does not accept suspended or expelled students.
- 3 The school accepts suspended students from the home district only.
- 4 The school accepts expelled students from the home district only.
- 5 The school accepts suspended and expelled students from the home district only.
- 6 The school accepts suspended students from other school districts.
- 7 The school accepts expelled students from other school districts.
- 8 The school accepts expelled and suspended students from other school districts.

As stated in MCL 380.1310 (2): "The office for safe schools in the department shall compile information on and catalog existing alternative education programs or schools/facilities and nonpublic schools that may be open to enrollment of individuals expelled under this section and pursuant to section 1311(2) or 1311a, and shall periodically distribute this information to school districts for distribution to expelled individuals."

Field 43: Alternative Services for Suspended & Expelled Students

For alternative schools only, indicate the level of acceptance of suspended and expelled students.

- ☐ The school does not operate an alternative education program
- ☐ The school does not accept suspended or expelled students
- ☐ The school accepts suspended students from the home district only
- ☐ The school accepts expelled students from the home district only
- ☐ The school accepts suspended and expelled students from the home district only
- ☐ The school accepts suspended students from other school districts
- ☐ The school accepts expelled students from other school districts
- ☐ The school accepts expelled and suspended students from other school districts

Field 44: Students Who Are Victims of Violent Criminal Offenses

Definition: Indicate the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored activity over the past school year. A student shall be considered to be a victim of a violent criminal offense when the student, or his or her parent or legal guardian has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

As used in the Michigan Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by the Revised School Code,

constitutes a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious aggravated injury under MCL 750.81a.

✓ Field 44: Students Who Are Victims of Violent Criminal Offenses	
<input type="text"/>	Indicate the number of students who have been victims of violent criminal offenses on school property or at school-sponsored activities over the past school year.

Save Data for this School/Facility	Note: This will save your current progress. You may return at a later date to complete the submission.
---	---

Field 45: Mercury Levels

Definition: Indicate whether or not the school/facility is in compliance with the requirement that by December 31, 2004, all public and nonpublic schools do not purchase, store or use free flowing elemental mercury for any experiment, display or other purpose and do not purchase, store, or use an instrument that contains mercury, including, but not limited to, a thermometer, barometer, or sphygmomanometer or manometer containing mercury. This field must be reported for each school/facility. Indicate the appropriate response for each school/facility:

- 1 The school is mercury-free, in compliance with MCL 380.2374b.
- 2 The school is not yet mercury-free.
- 3 MCL 380.1274b does not apply to this facility.


✗ Field 45: Mercury Levels
Indicate the Mercury Levels.
<input type="radio"/> The school is mercury-free, in compliance with MCL380.1274b. <input type="radio"/> The school is not yet mercury-free. <input type="radio"/> MCL380.1274b does not apply to this facility.

Section Five: Reports – School/Facility and District Level

NEW

The SID Application has two types of reports available for district use: School/Facility Report and District Submission Summary Report. The school/facility reports provide a summary of the data submitted by the district for each school/facility in the district. The District Submission Summary Report provides a district summary of data submitted for all of a district's schools/facilities. The district-level report includes summary data for fields 4A through 45. Districts are encouraged to print a copy of all of the available reports when the district's submission is complete.

School/Facility Reports

At any time during the SID submission, a summary report is available that provides documentation of your submission. Click on the  icon next to the school/facility name on the Welcome Screen to view the summary report for that school/facility. **Print a copy of this report for your records.** Each school/facility in your district has a separate report.

Lansing Public School District (33020) ▼

[Allen School](#)
[Attwood School](#)
[Beekman Center](#)
[Bingham School](#)
[C.W. Otto Middle School](#)

X

Click on the report icon next to the school/facility to obtain a summary report.

The following page illustrates the school/facility report. The summary report includes each field reported, followed by the data submitted for that field. The green check mark indicates that the field submission is complete; the red "x" indicates that the field submission is not yet complete

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[SID User Guide](#)
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SID - Submission Summary Report

Happy School

Operating ISD/ESA Number: 03
 Operating District Number: 03123
 School Number: 00000




Crime & Safety	
✓ School Safety Practices	
Warning codes used to alert faculty of a critical incident	
Tactical evacuation route for students or entry route for emergency support teams	
On-site staging area for assembly and communication at the onset of critical incident	
Emergency communication line or plan	
Facility blueprints and site plan on file with emergency support team	
Controlled access to site during school hours (doors locked or monitored)	
Controlled access to grounds during school hours (gates locked or monitored)	
Students required to pass through metal detectors each day	
Visitors required to pass through metal detectors	
Campus closed for most students during lunch	
Integrated "transient security in school" practices into school safety plans	
Random sweeps for weapons	
Require clear book bags or backpack bags	
Require students to wear badges or picture IDs	
Require staff to wear badges or picture IDs	
Provide staff training in risk assessment	
Security cameras used to monitor the school	
Telephones provided in most classrooms	
Emergency button provided in laboratories	
In compliance with the state law that requires that a student who brings a firearm to school be expelled for one year	Y
In compliance with IDEA Section 14602 that requires referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to school	Y
Schoolwide training in positive behavioral support and interventions	
✓ School Safety Plan	
Shootings	Y
Riots	Y
Bomb scares or comparable threats (excluding fire)	Y
Disaster planning (tornadoes, floods, chemical spill, etc.)	Y
Hostages	Y
Lockdown	Y
✓ School Prevention Programs	
Implemented a violence prevention curriculum	Y
Provided behavior modification/intervention with students	Y
Provided group counseling (social skills) or therapeutic activity for students	N
Provided peer mentoring or coaching program	Y
Provided peer mediation (student court) in resolving conflict/problems	N
Provided conflict resolution training to staff and students	N
Provided programs that promote a sense of social integration among students	Y
Established a hotline for students to report problems	N


✓ Hostage	1
✓ Weapons on School Property	1
✓ Homicide	1
✓ Drive-By Shooting	1
✓ Bomb Threat	1
✓ Explosion	1
✓ Arson	1
✓ Robbery or Extortion	1
✓ Unauthorized Removal of Student	1
✓ Threat/Attempt of Suicide	1
✓ Suicide	1
✓ Larceny (Theft)	1
✓ Illegal Drug Use or Overdose	1
✓ Minor In Possession of Alcoholic Liquor	1
✓ Minor In Possession of Tobacco Products	1
✓ Bus Incident or Accident	1
Title I - Schoolwide Program (SWP)	
Dual Enrollment	
✓ Tuition and Fees	1600
✓ 11th-Grade Eligible	10
✓ 11th-Grade Participants	10
✓ 12th-Grade Eligible	12
✓ 12th-Grade Participants	12
✓ Postsecondary Courses Paid	12
✓ Postsecondary Courses - Postsecondary Credit	12
✓ Postsecondary Courses - High School Credit	12
✓ Courses Not Completed	0
Additional Data Requirements	
✓ Students Who Are Victims of Violent Criminal Offenses	0

District Submission Summary Report

At any time during the submission, a district may review a district summary report of all the data submitted for all schools/facilities within the district. Access to the report is available on the SID Main Menu. Click on the link as illustrated below to open the report:




Center for Educational Performance & Information



[Michigan.gov Home](#)
[CEPI Home](#)
[SID Home](#)
[Contact Help Desk](#)
[Logout](#)

SID | Main Menu



Data submitted by school districts via the School Infrastructure Database (SID) include information about safety practices and incidences of crime in public schools, Title I Schoolwide Programs and Dual Enrollment. The SID also has the capability to include information about technology (hardware, networks, connectivity, distance learning, etc) structure (physical construction, capacity and use elements).

Icon Legend

Welcome to the School Infrastructure Database

Current District: Mevindale-North Allen Park Schools (82045)

Set District:

[Administrator Reports](#)

The "End-of-Year (EOY) 2007 SID Submission" section below indicates the district(s), school(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, schools, facilities, and administrative units, one district is listed when you log in to the SID Application. To access other districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a [security agreement](#) for the district.

If schools/facilities are missing from the list for a district, verify that the [School Code Master](#) is up to date for that district.

Reports new!

View the District Submission Summary Report of all your school/facilities in your current SID data collection.

- [District Submission Summary Report](#)

Click here to access the report.

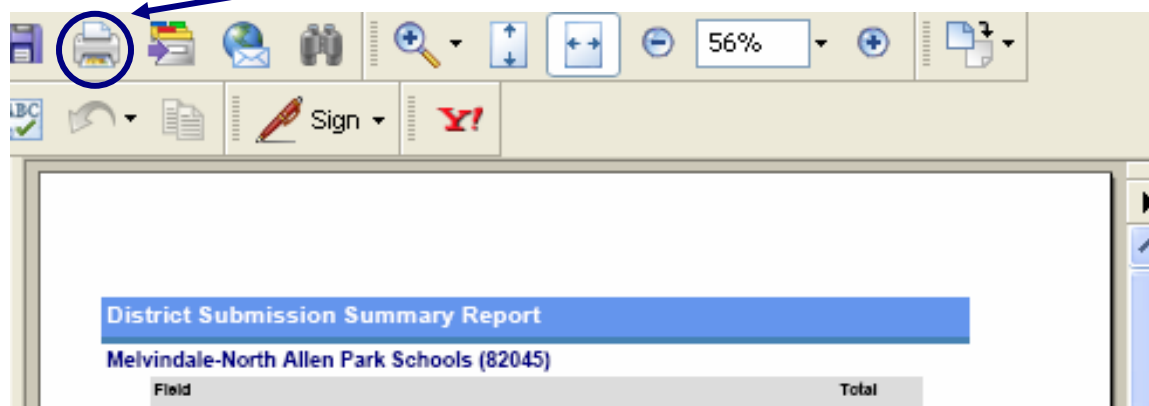
Report sample:

District Submission Summary Report

Detroit City School District (82010)

Field	Total
Field 4A School Disciplinary Problems - Bullying	0
Field 4B School Disciplinary Problems - Truancy	0
Field 4C School Disciplinary Problems - Disciplinary Referrals	0
Field 5 Physical Assaults	0
Field 6 Gang-Related Activity	0
Field 7 Illegal Possession	0
Field 8 Trespassers or Intruders	0
Field 9 Vandalism	0
Field 10 Cost of Property Damage	0
Field 11 Criminal Sexual Conduct	0
Field 12 Hostage	0
Field 15 Weapons on School Property	0
Field 16 Homicide	0
Field 17 Drive-by Shooting	0
Field 18 Bomb Threat	0
Field 19 Explosion	0
Field 20 Arson	0
Field 21 Robbery or Extorting	0
Field 22 Unauthorized Removal of Student	0
Field 23 Threat/Attempt of Suicide	0
Field 24 Suicide	0
Field 25 Larceny (Theft)	0
Field 26 Illegal Drug Use or Overdose	0
Field 27 Minor in Possession of Alcoholic Liquor	0
Field 28 Minor in Possession of Tobacco Products	0
Field 29 Bus Incident or Accident	0
Field 32 Migrant Program	0
Field 33 Migrant Project Types	0
Field 34 Tuition and Fees	0
Field 35 11th Grade Eligible	0
Field 36 11th Grade Participants	0
Field 37 12th Grade Eligible	0
Field 38 12th Grade Participants	0
Field 39 Postsecondary Courses Paid	0
Field 40 Postsecondary Courses-Postsecondary Credit	0
Field 41 Postsecondary Courses-High School Credit	0
Field 42 Courses Not Completed	0
Field 43 Alternative Services for Suspended and Expelled Students	0
Field 44 Students Who are Victims of Violent Criminal Offenses	0
Field 45 Mercury Levels	0

To print a copy of the report, click on the printer icon at the top of the page:



Section Six: Bulk Upload

Beginning with the EOY 2007 SID Submission, districts have two choices for data submission:

1. Online Application
2. Bulk Upload Application

Districts may either submit data online by school/facility or via the bulk upload process. If a district submits the SID data via the online application, it is not necessary to submit a bulk upload file.

Bulk Submission/Update SID Data

For instructions on the creation of a SID upload file, please read the Addendum, Bulk Upload, EOY 2007 and the 2007 SID Record Layout at www.michigan.gov/cepi. Click on "MEIS Data Services" and then click on the "School Infrastructure Database." The documents are located under the heading SID Data Manual.

The link to the Bulk Upload Application is located on the SID Main Menu as illustrated below:

SID | Main Menu

Welcome to the School Infrastructure Database

Current District: MeMindale-North Allen Park Schools (82045)

Set District:

[Administrator Reports](#)

The "My Schools/Facilities" section below indicates the district(s), school(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, schools, facilities, and administrative units, one district is listed when you log in to the SID Application. To access other districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a [security agreement](#) for the district.

If schools/facilities are missing from the list for a district, verify that the [School Code Master](#) is up to date for that district.

Bulk Upload new!


To submit your SID data for all of your district's schools/facilities via a comma-delimited file, choose the bulk upload function:

- [SID Bulk Submission](#)

My Schools/Facilities

Click here to access the bulk submission screen.


Icon Legend

 View the summary report for that unit

The following screen will appear when you click on the "SID Bulk Submission" link:

The screenshot shows the "SID | File Upload" interface. On the left, under "Instructions", it states: "SID data will be submitted to CEPI using a comma-delimited (CSV) file format. Please note the following items pertaining to the layout of the file:" followed by a list of rules for CSV formatting. The main area, titled "SID Bulk Upload", contains the text: "Use this form to upload a SID data file to CEPI. After clicking the 'Upload File' button, please wait while your file is processed." Below this is a text input field labeled "Enter the path and file name to upload:" with a "Browse..." button next to it. An "Important!" note states: "You must include a complete file path when selecting your file. CEPI recommends that you use the 'Browse' option to locate your file." Below the note, it says: "If you enter the file path manually, a correct, complete file path may look like the following example: C:\My Documents\MySid.csv". At the bottom right is an "Upload File" button. Two callout boxes are present: one pointing to the "Browse..." button with the text "Click here to locate your file in your computer.", and another pointing to the "Upload File" button with the text "Click here to upload your file."

The bulk submission file must be formatted as described in the EOY 2007 SID Record Layout and the Addendum, Bulk Upload, EOY 2007. When the file is ready to be uploaded to CEPI, the district may do so through the SID Application Bulk Upload link as illustrated above. All files submitted as a bulk upload must end with **.csv**. Files submitted with any other extension will be rejected and not processed. When submitting a file, be sure to enter your complete e-mail address and the path and file name to

upload. Use the Browse button to locate your file on your computer. Click on . After the submitting the file, please wait while your file is processed.

Bulk Submission File Upload Results

After the file has been submitted via the SID Bulk Upload Application, a File Upload Results report will appear on your screen. If the report does not contain any error messages, all records in the file were processed correctly. If errors are found in the upload file, correct the errors in your file and upload the file again. (After your submission is complete, be sure to print a report of your data submission. See Section 5: Reports, for further information.)

Sample of error messages:

The screenshot shows the "SID | File Upload Results" page. At the top is a header for the "Center for Educational Performance & Information" with the "Michigan.gov" logo. Below the header is a navigation bar with links: "Michigan.gov Home", "CEPI Home", "SID Home", "SID FAQs", "SID User Guide", "Contact Help Desk", and "Logout". The main content area is titled "Results" and shows a status "06587". Below this, two error messages are listed: "[Field B] The value submitted for School/Facility Number is not a valid school/facility number for your district" and "[Field A] Date of Count is missing." At the bottom, there is a link: "Return to SID Building List".